

## Green Dot Request for Applications (RFA) #15-005

### Questions and Answers

In this document you will find the questions and answers submitted to the Sexual Violence Prevention Program (SVPP) related to the Green Dot RFA.

- 1. Question:** Do our *Letters of Support* (originally sent with June's RFA) need to be re-dated for this submission?

**Answer:** No.
- 2. Question:** Will there be a budget for any required GDS materials?

**Answer:** The budget submitted with your application should include all expenditures related to the implementation of the Green Dot Strategy selected.
- 3. Question:** With the re-release today regarding the RFA 15-005: Do we need to just resubmit our original proposal or do we assume they were not acceptable and there needs to be a complete overhaul?

**Answer:** The original RFA was not withdrawn as a result of the quality or quantity of the applications we received. The RFA was re-advertised to include more detailed information related to Green Dot implementation.
- 4. Question:** Can you provide a summary as to any changes that were made to the RFA for the revised edition?

**Answer:** No.
- 5. Question:** Please define the Green Dot "Community Strategy" as to the age range of participants, presentation locations, participant affiliations (can presentations be provided at a residential program for residents, alternative school sites, etc.?).

**Answer:** It is the applicant who defines community, age range of participants, locations, etc. Please see 5.3.1 in the RFA.
- 6. Question:** I just wanted to reach out to you regarding RFA# 15-005 to clarify whether or not it is mandatory to have both a Green Dot Coordinator and Green Dot Facilitator as part of this grant. Would it possible to merge both roles under the Green Dot Coordinator position?

**Answer:** No, the roles cannot be combined. Bystander training requires two people.
- 7. Question:** It is a requirement of the RFA that there is a full-time Green Dot Coordinator and at least a part-time Green Dot Facilitator that work on the Green Dot Strategy.

**Answer:** Yes.
- 8. Question:** Given this program is for grantees within the State of Florida, will their be a Green Dot training held within the State or do we budget for out-of-state travel.

**Answer:** Please budget for out of state travel in the event the Green Dot training is not offered in Florida.
- 9. Question:** According to the Green Dot website, trainings are sporadic. Will their be a Green Dot training available within the required 3 months of the award?

**Answer:** The Sexual Violence Prevention Program will work with Green Dot to coordinate training for funded sites if no training is scheduled.

## **Green Dot Request for Applications (RFA) #15-005**

### **Questions and Answers**

- 10. Question:** Is it allowable to have a 100% FTE Program Coordinator, 50% Program Facilitator, and 15% Program Administrator who will provide green dot related activities not covered by the Coordinator including budget development and review, monthly billing review and submission, ordering program supplies and materials, approving and scheduling staff trainings, and serve as an alternate for program staff when necessary?
- Answer:** In the example provided, some of the duties of the Program Administrator are the responsibility of the Green Dot Coordinator. The budget allows for 5% indirect that may be used for administrative support. If program staff act as “back-up” they must be Green Dot certified.
- 11. Question:** Is a pre-climate survey part of the evaluation (to measure impact)?
- Answer:** Yes.
- 12. Question:** What items will be included in the toolkit? (Since evaluation will not be funded)
- Answer:** The toolkit is under development.
- 13. Question:** If an institution is already beginning to implement Green Dot, could any previous action (overview speeches, focus groups, climate surveys, etc) be included in the implementation plan totals (as outlined by the priority population and subcategories)
- Answer:** No. However, the implementation plan may be adapted during contract negotiation for institutions currently implementing Green Dot.
- 14. Question:** Does Phase One (month 1-3) begin once funding is received? If so, if students aren't in session (winter break in December) do the months have to be 3 consistent calendar months (or could Oct, Nov and Jan be Phase One)?
- Answer:** For program fidelity, the implementation plan must be followed from Phase One through Phase Three.
- 15. Question:** Are there any plans to allocate evaluation funds post year one?
- Answer:** Not at this time.
- 16. Question:** Budget permitting, could we allocate funds (incentives) for survey completion?
- Answer:** Not at this time.
- 17. Question:** In reference to being awarded in the second round, will a separate proposal be required if a proposal was previously submitted for the initial round?
- Answer:** No; a separate proposal will not be required any programs that begin in the second round (February 2016 start).
- 18. Question:** Are awarded figures (estimated \$50,000 - \$125,000) annual amounts, or the gross intended amount for the duration of the 3-5 year performance period?
- Answer:** The amount requested is an annual amount.

## Green Dot Request for Applications (RFA) #15-005

### Questions and Answers

- 19. Question:** Page 1, Attachment IIA: School Strategy Implementation Plan, Early Adopters Worksheet section, requires the applicant to provide the number of potential Early Adopters per subgroup based on a formula that involves 'dividing' the total priority population by 13.5%. Did you mean to arrive at a number that was 13.5% of the priority population, e.g. a priority population of 600 would require 81 potential Early Adopters? And would that number, 81 in the earlier example, be required per subgroup or the total number of Early Adopters to be divided into the required subgroups? If that's not the case, please provide the correct mathematical calculation to achieve the required number.
- Answer:** Please note that an addendum to the RFA will be issued (with revised attachments IIA and IIB). Early Adopters should represent a minimum of 13.5% of the entire priority population, not per subgroup.
- 20. Question:** Page 1, Attachment IIA: School Strategy Implementation Plan, Focus Group section, requires the applicant to provide the number of participants for focus groups, per subgroup, based on a formula that involves 'dividing' the total priority population by 2%. Again, as noted in the earlier question above, did you mean to arrive at a number that was 2% of the priority population, e.g. a priority population of 600 would require 12 persons for each focus group, per subgroup? If that's not the case, please provide the correct mathematical calculation to achieve the required number.
- Answer:** This is the correct mathematical calculation for determining the number of individuals required for each focus group.
- 21. Question:** Page 2, Attachment IIA: School Strategy Implementation Plan, Bystander Trainings section, states that Bystander Trainings should ONLY be conducted with 11th and 12th grade Early Adopters when implemented in high schools. If that is the case, and we must conduct two training with 25-40 participants at each school, then that would comprise the ENTIRE 11th and 12th grade population at a small rural high school. If mass saturation is considered 15%, shouldn't this number be a percentage of the target population and not a specific number?
- Answer:** In order to maintain program fidelity, Green Dot requires bystander training to be comprised of no less than 25 participants. In this example, the applicant should consider implementing Green Dot in more than one school in order to increase the size of the priority population.
- 22. Question:** Page 3, Attachment IIA: School Strategy Implementation Plan, Social Norms Survey section, requires the applicant to, "Administer the Social Norms Survey and Training Evaluation to participants at the end of each Bystander Training (75% minimum return rate)." Is that the extent of the Social Norms Survey administration in year one, or can we administer the survey to a broader audience if desired? If the answer to the 'broader audience' question is yes, can we allocate funds to electronically score and analyze the survey results?
- Answer:** The Social Norms Survey will be administered during the Bystander Training. No money should be allocated to analyze surveys to the "broader audience."

## Green Dot Request for Applications (RFA) #15-005

### Questions and Answers

- 23. Question:** Page 8, Section 2.4.1, Applicant Project Results, from the RFA, states that the applicant receiving the award must: “Train all proposed staff and one key partner within three (3) months of the contract date.” Is the ‘one key partner’ required to attend Green Dot (GD) training as required for the Coordinator and Facilitator(s), or can the trained Coordinator/Facilitator(s) conduct the ‘key partner’ training after receiving GD training? Also, budget permitting, can we use program funds to send a ‘key partner’ to GD training along with the Coordinator and Facilitator(s)?
- Answer:** Program funds may be utilized to send a “key partner” to the Green Dot training, which is a requirement. A trained Green Dot Coordinator/Facilitator is not allowed to certify others in the Green Dot strategy.
- 24. Question:** Page 9, Contract Renewals, from the RFA, states that, “Contracts resulting from the RFA may be renewed for a period that may not exceed three years or the term of the original contract, whichever period is longer.” So, if our initial contract is for five years, we could expect the possibility of a contract renewal for another five years, total of ten years, subject to availability of funds?
- Answer:** Yes.
- 25. Question:** Given school schedules, and not knowing which funding cycle we would have if awarded, how are we able to guarantee being able to adhere to the implementation plan? For instance, if awarded the grant with a February start date, Phase Two would coincide with summer vacation.
- Answer:** SVPP staff may work with funded sites to adapt implementation plans based on school schedules. At this time, our funding cycles are October through September and February through January.
- 26. Question:** We are aware that DOH will most likely not be able to fund the Green Dot Certification Training, and that we need to account for training costs in our budget. Our question is, given the sporadic training schedule offered by Green Dot, and the fact that there are currently no trainings listed, how are we able to ensure successful completion in the first three months? Furthermore, since the knowledge and skills gained from that training are needed to complete several of the pieces in Phase One, such as branding, working on overview talks, and face-to-face meetings, how does DOH suggest we plan for such without knowing the training dates for Green Dot Certification?
- Answer:** The Sexual Violence Prevention Program will work with Green Dot to coordinate training for funded sites if no training is scheduled.
- 27. Question:** In 5.3.7 and 5.3.8 we are asked to describe Green Dots related to the specific priority population. We were under the impression that the purpose of the focus groups is to personalize the Green Dot examples to our priority population. Without the insight gathered from these focus groups, how are we able to describe the proactive and reactive green dots that would be specific to them? Furthermore, 5.3.9 asks for expected outcomes of the project. The expected outcomes can only be deduced after establishing the community’s specific needs and understanding their

## Green Dot Request for Applications (RFA) #15-005

### Questions and Answers

- cultural norms. Without having surveyed the priority population yet, how should we formulate our response?
- Answer:** Please refer back to the RFA. Familiarity with your identified priority population is essential to Green Dot implementation.
- 28. Question:** Section 5.3.5 asks to identify sub-groups within the specific population. Are we being asked to state how we will go about identifying these groups, or are we being asked to name the sub-groups?
- Answer:** The applicant must identify sub-groups from the priority population identified.
- 29. Question:** Section 5.6.2 asks to describe how the applicant will collaborate with other agencies, organizations, and schools to implement the GDS, and to include letters of support outlining roles and responsibilities. If the GDS is only going to be implemented in a university setting, do we need to include other non-university based agencies and organizations in our narrative? And if so, should the letters of support come from those other agencies as well, or just from the school with which we are partnering?
- Answer:** No letters from outside agencies are required for the school strategy implementation.
- 30. Question:** Phase One asks to provide the number of people in the priority population. If part of a school's population is attributed to on-line students, do we need to count them towards the total population when determining the critical mass since we are unable to reach them?
- Answer:** No.
- 31. Question:** In Phase Three it states that a minimum of four Booster Sessions be made available to all Bystander Training participants. Is there a minimum number of people who must attend, or do they just need to be made available to everyone?
- Answer:** The Booster Sessions do not require a minimum attendance from Bystander Training participants, just that they are made available.
- 32. Question:** 4.2.7 states that we should submit project staff resumes and certifications and/or job descriptions. Should other relevant certifications be included, such as certifications in other violence prevention programs, or just if the staff member has the Green Dot certification for the GDS proposed in the application?
- Answer:** No other certifications need to be included.
- 33. Question:** Phase One lists the project goal as reaching 15 percent of the priority population, which is considered the critical mass necessary to create social change and a requirement of the grant. Is the project goal of 15 percent of the priority population being reached the goal for year one, or for the total length of the grant?
- Answer:** The goal is to reach 15 percent of the priority population annually.
- 34. Question:** Phase One provides a formula for figuring out the number of participants for the focus groups and as potential Early Adopters. It says to divide the total number of the priority population by 2% and 13.5% respectively.

## Green Dot Request for Applications (RFA) #15-005

### Questions and Answers

However, if you divide by a percentage you will get a larger number. Did you mean to say to divide the total number of the priority population by 2% or 13.5% of the priority population?

For instance if my priority population is 1000 ~ 1000 divided by 2% = 50,000 ---- but 1000 divided by 2%(1000) = 1000 divided by 20 = 50 people for each focus group.

Similarly, 1000 divided by 13.5% = 7407 ---- but 1000 divided by 13.5%(1000) = 1000 divided by 135 = 7.4 Early Adopters per subgroup.

**Answer:** Please see the answers to questions 19 and 20.

- 35. Question:** In the section under Phase One labeled “Focus Groups,” it states that we must conduct a minimum of two focus groups per subgroup with a formula to identify the number of participants needed for each focus group. Having to identify the same number of participants for each subgroup assumes that subgroups will all be relative to each other in numbers and of equal proportion to the priority population as a whole. For instance, what should we do if one subgroup, e.g. student government, consists of 30 people and another subgroup, e.g. student athletes, has a total of 300 people?

**Answer:** Subgroups do not need to be comprised of the same number of participants.

- 36. Question:** Attachment III asks for the travel budget justification to include location. What should we put here for the Green Dot Training expenses since we do not know for sure where it will be held?

**Answer:** Green Dot Institutes are typically held in Springfield, Virginia.

- 37. Question:** Section 7.3.2 states that dollars requested in the travel category should be for staff travel. Does this include travel and per diem expenses for our key partner(s) as well?

**Answer:** Funds requested in the travel category may include travel and per diem expenses for key partner (s).

- 38. Question:** Is office equipment such as a computer, desk, filing cabinet, etc. an allowable expense during the first year of this grant?

**Answer:** Yes, but an individual supply item must be less than \$1,000.

- 39. Question:** Since funding comes from a federal agency and is then passed through to the state, should travel be budgeted based on the state or federal rate? What if there is out of state travel?

**Answer:** Travel is based on state of Florida travel reimbursement limits.

- 40. Question:** On university campuses, t-shirts have the biggest awareness marketing potential for the Green Dot Strategy. Are marketing materials for Green Dot promotion allowed to include Green Dot t-shirts, water bottles, mugs, etc. in addition to educational items (pens, notebooks, etc.)?

**Answer:** Yes, but only after approval from your contract manager if awarded a contract.

- 41. Question:** In reviewing Attachment IIA “School Strategy Implementation Plan,” the stated plan is not conducive to a college academic year—is there an opportunity to revise the plan in consultation with DOH to fit the academic

## Green Dot Request for Applications (RFA) #15-005

### Questions and Answers

year? Fall classes start the last week in August and end the second week of December; Spring classes start the second week of January and end the last week of April. Members of target groups disperse for the summer, returning collectively for Fall and Spring semesters. Significantly fewer students attend college throughout the summer for a reduced semester of either 6 or 12 weeks, which critically impacts the ability to successfully implement Phase 2 of the plan during the summer months assuming, if successful, that the grant would be awarded in February.

**Answer:** SVPP staff may work with funded sites to adapt implementation plans based on school schedules. At this time, our funding cycles are October through September and February through January.

- 42. Question:** The Green Dot Strategy recommends at least one year of strategic planning in order to insure a successful launch of the program. Why is DOH deviating from the established Green Dot implementation strategy that has been evaluated and proven to increase successful and lasting implementation?

**Answer:** The RFA is based on consultation with Green Dot to ensure fidelity.

- 43. Question:** Will DOH be hosting Green Dot training sessions in Florida for each priority population to coincide with the requirement to train staff within three months of the contract date?

**Answer:** The Sexual Violence Prevention Program will work with Green Dot to coordinate training for funded sites if no training is scheduled.

- 44. Question:** Have you established with the Green Dot training team that they have the capacity to meet the demand this project will create for facilitator trainings?

**Answer:** Yes.

- 45. Question:** Do page limits refer to single or double-spaced pages?

**Answer:** The spacing is determined by the applicant.

- 46. Question:** Would funding a guest speaker be permissible in the budget?

**Answer:** No.

- 47. Question:** The period of support is 5 years and the contract renews after 3 years? Does it then renew after 3 years for 2 more years?

**Answer:** The initial period of support is for five (5) years. The contract may be renewed up to the term of the original contract.

- 48. Question:** Can we budget for grant to cover training of the key partner?

**Answer:** Yes.

- 49. Question:** Is there an expectation to work with multiple colleges since contract year is extended?

**Answer:** No.

- 50. Question:** Are the deliverables able to be split amongst identified schools or do all of the deliverables need to be completed for each?

**Answer:** The applicant may propose to work with multiple schools. However, each component of the implementation plan must be executed in each location.

## **Green Dot Request for Applications (RFA) #15-005**

### **Questions and Answers**

- 51. Question:** Is the priority population only 3rd and 4th year students? Are freshman at the University level excluded?
- Answer:** The priority population may be the entire campus population in this example. Early Adopters are typically 3rd and 4th year students.
- 52. Question:** Within the 6 face to face meetings, should the total amount of people be 18 or 18 people in each face to face meeting?
- Answer:** Face-to- Face meetings are conversations that are one on one, between the Green Dot Coordinator or Facilitator and an Early Adopter or stakeholder, to build rapport, develop a relationship and share the vision of ending personal power based violence. These meetings are also used to identify a commitment from the Early Adopter or stakeholder to support the end to violence. Please see the revised Attachments IIA and IIB for clarification. There should not be 18 people in a face to face meeting.
- 53. Question:** Does the action event have to be within the 6th month or the just within phase 3? If cycle starts in Feb. then month 6th would fall in July (when school is out) .
- Answer:** The Action Event takes place in month 6. SVPP staff may work with funded sites to adapt implementation plans based on school schedules. At this time, our funding cycles are October through September and February through January.
- 54. Question:** Does the Social Marketing campaign need to be within month 12 or within phase 3?
- Answer:** The Social Marketing Campaign takes place in month 12.
- 55. Question:** Is class classification based on credits or amount of years students have attended the campus?
- Answer:** The SVPP is not able to make this determination.
- 56. Question:** As a Community based nonprofit organization we are in active partnership with the County Public Schools and have extensive past experience providing evidence based training to high risk youth in Public Middle and High Schools. We have enormous community reach with Healthcare Partners, Public Education and Leadership Programs in our local community. If we are identifying youth and young adults as our community priority population and our strategy is seeking to provide Green Dot Community within Schools should we apply using attachment IIB?
- Answer:** If an applicant intends to implement Green Dot on a campus, please use Attachment IIA.
- 57. Question:** Is a Green Dot Community Strategy restricted in any way based on age of the priority population? May it include public middle school youth (ages 11 + )?
- Answer:** If an applicant intends to implement Green Dot in a community setting, please use Attachment IIB. This RFA will not support Green Dot implementation on middle school campuses.
- 58. Question:** As a Green Dot Community Strategy we seek to propose multiple partnerships in reaching the priority population, so long as the priority



## **Green Dot Request for Applications (RFA) #15-005**

### **Questions and Answers**

population remains consistent are we able to complete a single application?

**Answer:** A single application is appropriate.

**59. Question:** May a Community Priority Population be based on “youth and young adults” or a specific age group (youth and young adults 15 – 24)?

**Answer:** It is the applicant who defines community, age range of participants, locations, etc. Please see 5.3.1 in the RFA.

**60. Question:** When referring to the priority population for the green dot strategy do we considered the total population based on community census numbers (for example a program targets youth 15 -24 in a specific county. Would the priority population then be all residents 15 – 24 in that county. Or can we identify 15 – 24 year olds registered in public schools, trade schools and community colleges and use that as our priority population?

**Answer:** It is the applicant who defines community, age range of participants, locations, etc. Please see 5.3.1 in the RFA.

**61. Question:** When asking for a description of proactive and reactive green dots related to the priority population are you asking for those we will implement in the future through GDS?

**Answer:** Please refer back to the RFA. Familiarity with your identified priority population is essential to Green Dot implementation.

**62. Question:** May the paid staff positions include a staff member supporting logistics, social marketing and or volunteer recruitment?

**Answer:** The budget allows for 5% indirect that may be used for administrative support. Social Marketing would be the responsibility of the Green Dot Coordinator and Implementation Team, as would volunteer recruitment.

**63. Question:** May personnel be initially contracted, or leased through a staffing agency if they are FT and working exclusively on this project?

**Answer:** It is up to the applicant to determine how to appropriately staff the project.

**64. Question:** Will all staff need to be certified or just the coordinator and facilitator?

**Answer:** All staff do not need to be Green Dot certified.

**65. Question:** Will Green Dot Certification Training be made available in Tallahassee? If not, at this time there are no Green Dot Certification Training available through the website; when and where will the next training be made available for Florida Grantees?

**Answer:** The Sexual Violence Prevention Program will work with Green Dot to coordinate training for funded sites if no training is scheduled.